Find out how to access and use the Lock Linked Authority Record window in Connexion client.

**Purpose of the Lock Linked Authority Record window**

- This window opens only if you try to lock an authority record in a field that has multiple controlled headings linked to different authority records.
- In the window, select the heading linked to the authority record you want to lock and edit.

**Note:**

- You can lock only one linked authority record.
- You can lock only a name authority record. You cannot lock, edit, or replace a subject authority record.
- Only NACO-authorized libraries can edit and replace an authority record.

**Access the Lock Linked Authority Record window**

1. With the cursor in a controlled heading field of a bibliographic record, click **Action > Lock Linked Authority Record**.
   - If the controlled heading field has only one controlled heading, the client locks the linked authority WorldCat record and opens it for editing.
   - However, if the controlled heading field has multiple controlled headings linked to different authority records, the Lock Linked Authority Record window opens, showing a list of the controlled headings with check boxes.
2. Select the check box next to the name heading linked to the authority record you want to lock and edit.
   - **Note:** If you select a subject heading, the linked authority record opens, but it is not locked, and the WorldCat record cannot be edited and replaced.
3. Click **OK**.

See more about how to [lock linked authority records](https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0/Connexion_client_basics/Connexion_client_basics#locking-authority-records).